

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-SRRPOD-14-00222		5. PROJECT NO. (If applicable)	
6. ISSUED BY SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460		CODE SRRPOD		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ALION SCIENCE AND TECHNOLOGY CORPORATION Attn: (b)(4) 1000 BURR RIDGE PKWY (b)(4) BURR RIDGE IL 605270849				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-07-083 0034			
				10B. DATED (SEE ITEM 13) 08/13/2012			
CODE (b)(4)		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$2,240.32
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	LIMITATION OF THE GOVERNMENT'S OBLIGATIONS UNDER TASK ORDERS

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Analytical Services & OSCAR Station Ops (Superfund) for NON-Region 2 Samples

TOPO: N. Tirol

The purpose of this modification is to deobligate funds in the amount of \$2,240.32 from this task order for reobligation onto task order 44 of the same contract.

LIST OF CHANGES:

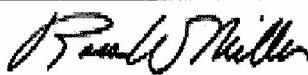
Reason for Modification : Funding Only Action

Obligated Amount for this Modification: -\$2,240.32

New Total Obligated Amount for this Award: \$5,759.68

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ross Miller	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. DATE SIGNED 06/30/2014	ELECTRONIC SIGNATURE 

CONTINUATION SHEET

REFERENCE NO. ☐ DOCUMENT BEING CONTINUED
EP-W-07-083/0034/005

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR

ALION SCIENCE AND TECHNOLOGY CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: -\$2,240.32 Incremental Funded Amount changed from \$8,000.00 to \$5,759.68</p> <p>CHANGES FOR ACCOUNTING CODE: 12-T-72BS-303DD2-2505-HQ00LA00-1272BS5051-001 Amount changed from \$8,000.00 to \$5,759.68</p> <p>NOTE TO RTP - the funds being deobligated in the amount of \$2,240.32 are to be reobligated onto TO 44 of the same contract.</p> <p>Period of Performance: 08/10/2012 to 10/10/2012</p>				

AMENDMENT OF SOLICITATION/MODIFICATION CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-SRRPOD-13-00019	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) SRRPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ALION SCIENCE AND TECHNOLOGY CORPORATION ATTN (b)(4) 1000 BURR RIDGE PKWY (b)(4) BURR RIDGE IL 605270849		9A. AMENDMENT OF SOLICITATION NO. (X)		9B. DATED (SEE ITEM 11)	
9C. DATED (SEE ITEM 11)		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-07-083 0034		10B. DATED (SEE ITEM 13) 08/13/2012	
CODE (b)(4)		FACILITY CODE		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS	

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$4,500.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(p).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) LIMITATION OF THE GOVERNMENT'S OBLIGATIONS UNDER TASK ORDERS

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
Analytical Services & OSCAR Station Ops (Superfund) for NON-Region 2 Samples
TOPO: N. Tirol

The purpose of this modification is to deobligate funds in the amount of \$4,500.00 and transfer these funds to Task Order 39 for the continuation of work in Award Term 3. All other terms and conditions remain the same.

LIST OF CHANGES:

Obligated Amount for this Modification: -\$4,500.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Nnenna Njoku	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 10/11/12

CONTINUATION SHEET

REFERENCE NO. OF [REDACTED] ENT BEING CONTINUED
EP-W-07-083/0034/004PAGE OF
2 2

NAME OF OFFEROR OR CONTRACTOR

ALION SCIENCE AND TECHNOLOGY CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	New Total Obligated Amount for this Award: \$8,000.00 Incremental Funded Amount changed: from \$12,500.00 to \$8,000.00 CHANGES FOR ACCOUNTING CODE: 12-T-72BS-303DD2-2505-HQ00LA00-1272BS5051-001 Amount changed from \$12,500.00 to \$8,000.00 Period of Performance: 08/10/2012 to 10/10/2012				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

1

2. AMENDMENT/MODIFICATION NO.

003

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

SRRPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

SRRPOD

SRRPOD

SRRPOD

US ENVIRONMENTAL PROTECTION AGENCY

US ENVIRONMENTAL PROTECTION AGENCY

SUPERFUNDRCRA REGIONAL PROCUREMENT

SUPERFUNDRCRA REGIONAL PROCUREMENT

OPERATIONS

OPERATIONS

1200 PENNSYLVANIA AVE NW

1200 PENNSYLVANIA AVE NW

WASHINGTON DC 20460

WASHINGTON DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

9A. AMENDMENT OF SOLICITATION NO.

ALION SCIENCE AND TECHNOLOGY CORPORATION

ATTN (b)(4)

1000 BURR RIDGE PKWY

(b)(4)

BURR RIDGE IL 605270849

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-07-083

0034

10B. DATED (SEE ITEM 13)

08/13/2012

CODE (b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

X

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Analytical Services & OSCAR Station Ops (Superfund) for NON-Region 2 Samples

TOPO: N. Tirol

The purpose of this administrative modification is to make an internal system correction to add the Ship To information for this order. All other terms and conditions remain the same.

Period of Performance: 08/10/2012 to 10/10/2012

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION III CONTRACT		1. CDNTRACT ID CDDE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) SRRPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ALION SCIENCE AND TECHNOLOGY CORPORATION ATTN (b)(4) 1000 BURR RIDGE PKWY (b)(4) BURR RIDGE IL 605270849		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
9C. DATED (SEE ITEM 11)		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-07-083 0034		10B. DATED (SEE ITEM 13) 08/13/2012	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS		12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule		13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.	

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X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: OPTION TO EXTEND SERVICES (52.217-8) (NOV 1999)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return _____ 1 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Pursuant to the SECTION H Clause, entitled "EPA Regional Crossover," the attached statement of work and subsequent funding is in support of ESAT Region 5.

TOPO: N. Tirol

The purpose of this modification is to extend services under the task order period of performance to October 10, 2012. Effective September 26, 2012, Alion Science & Technology Corporation is permitted to begin utilizing the approved rates for Award Term III. This modification also makes an EAS internal system correction to properly identify the task order ceiling. All other terms and conditions remain the same.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Nnenna Njoku		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Nnenna Njoku	
15B. CONTRACTOR/OFFEROR (b)(4) (Signature of person authorized to sign)		15C. DATE SIGNED 9/26/12	
15D. UNITED STATES OF AMERICA		15E. DATE SIGNED 9/26/12	



CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-07-083/0034/002PAGE OF
2 2

NAME OF OFFEROR OR CONTRACTOR

ALION SCIENCE AND TECHNOLOGY CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Supplemental Agreement for work within scope</p> <p>Period Of Performance End Date changed from 25-SEP-12 to 10-OCT-12</p> <p>Period of Performance: 08/10/2012 to 10/10/2012</p> <p>The contractor shall not exceed the current limitation of the Government's obligations under this task order without prior written authorization from the Contracting Officer.</p>				

AMENDMENT OF SOLICITATION/MODIFICATION <input checked="" type="checkbox"/> CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 22	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) SRRPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ALION SCIENCE AND TECHNOLOGY CORPORATION ATTN (b)(4) 1000 BURR RIDGE PKWY (b)(4) BURR RIDGE IL 605270849		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE (b)(4) FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-07-083 0034		10B. DATED (SEE ITEM 13) 08/13/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)


Pursuant to the SECTION H Clause, entitled "EPA Regional Crossover," the attached statement of work and subsequent funding is in support of ESAT Region 5.

TOPO: N. Tirol

The purpose of this modification is to increase the ceiling of this Task Order to \$29,265.11. This modification also incorporates the revised Statement of Work (SOW) which provides clarification on the services required and/or excluded from this task order. All other terms and conditions remain the same.

Period of Performance: 08/10/2012 to 09/25/2012

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Nnenna Njoku	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 8/23/2012

Contract # EP-W-07-083
Task Order # 034
Effective Date – September 25, 2012
TOPO: Ness Tirol
REVISION 1, dated 08/14/2012

**TASK ORDER STATEMENT OF WORK
ANALYTICAL SERVICES & OSCAR STATION OPERATIONS (SUPERFUND)
SUPPORT for NON-REGION 2 SAMPLES**

Purpose

The Region 2 Laboratory is committed to producing environmental data of known quality, adequate for its intended use and to thoroughly document all aspects of the data generation. The documentation shall be verifiable and defensible. This task order is applicable to non-Region 2 support as specified by EPA Region 2.

Analytical Services

The contractor's task shall be to perform qualitative and quantitative analyses of samples from other EPA Regions under the provisions of the ESAT contract Statement of Work and other applicable support functions. Method development and testing, statistical and data management and Quality Assurance/Quality Control (QA/QC) task areas are associated with the analysis of environmental samples and the production of data of known quality and properly documented quality. Each assignment and costs shall be tracked separately and the internal administrative and management activities necessary to perform the services required by this Task Order shall be included in these costs. The contractor shall break out from their weekly and monthly activity report the description of the work accomplished under this Task Order and deliver a copy of the deliverables to the Task Order Project Officer (TOPO) and the Project Officer (PO) on a weekly basis. The contractor shall be required to complete the assigned task to meet three (3) business days before the due date as indicated on the Project Status Report or on the issued TDF. Each Technical Direction Form (TDF) will specify the necessary information relating to Analytical Services and due dates.

Logistical Support OSCAR Station

The contractor shall provide administrative and logistical support for operation of the Region's Official Sample Control and Repository (OSCAR) Station and the Laboratory Information Management System (LIMS) to EPA Region 2 under the provisions of the ESAT contract Statement of Work and other applicable support functions. The contractor shall break out from their weekly and monthly activity report the description of the work accomplished under this Task Order and deliver a copy of the accomplishments to the Task Order Project Officer (TOPO) and the Project Officer (PO). Internal administrative and management activities necessary to effectively perform the services required by this Task Order shall be tracked separately in the weekly activity report. Specific support functions are outlined in Tasks 1, 2 and 3 and in the contract Statement of Work. Contractor support under this task order is limited to samples and data obtained from Superfund sites.

STATEMENT OF WORK - TASK AREA I : ANALYTICAL SUPPORT

Task 1: Task Order Management:

The contractor shall track the status of the tasks, labor hours, number of samples, type of analyses for each task under this TO and costs for the cost reimbursable portion. The tasks must be defined as either site specific or task specific (site allocable). The contractor shall provide the PO and the TOPO with weekly reports for the above referenced data.

The contractor shall maintain a database containing information as it relates to this program for work performed as described in each task area (i.e., I, II, III, and IV) for Superfund and other EPA programs' buy-ins (e.g., Task Area I - Analytical Support - specific analytical costs by parameter (e.g., VOA, Semi-VOA, Metals, cyanide, etc)).

The contractor shall provide the costs for performing specific types of analyses and sample preparation on a monthly basis preferably included in the Monthly Financial Report. This information should include costs for sample handling and management associated with each type (VOA, metals, etc.) of analysis performed. The sample handling and/or sample management costs shall include costs for sample handling, log-in/storage, tracking, reporting, and disposal.

ESAT Team management shall meet with the PO, TOPO and other designated EPA representatives monthly or as needed, to update EPA on the status of tasks, completion schedules and to address any relevant technical issues.

The contractor shall submit all deliverables under this TO to the TOPO with a cover letter identifying each document submitted or task completed.

The contractor shall review all deliverables following the protocols specified in the SOPs used to generate the deliverable. The reviewer must have sufficient technical competence to be able to understand all aspects of the document to be reviewed and to have not been significantly involved in the generation of the data and the preparation of the deliverable. The reviewer shall assure each deliverable is accurate, technically sound and free from transcription errors. If such a review cannot be performed on any deliverable, the contractor shall notify the PO and the TOPO prior to the submission of the deliverable.

The contractor shall immediately notify the PO and the TOPO as soon as it is determined that a schedule for the completion of any task or submission of any deliverable may not be met. This notification shall be submitted via e-mail with justification and revised completion dates for the approval of the TOPO, PO/Alternate PO and/or the Contracting Officer (CO.) If a deliverable cannot be submitted by the deliverable completion date, the TOPO and PO/Alternate PO must be notified at least two (2) business days prior to the completion date.

This statement of Work is subject to change based on changing priorities and workload fluctuations. The contractor may be required to make changes to accommodate the Agency's changing needs. The Agency shall revise the SOW as necessary.

Contract # EP-W-07-083
Task Order # 034
Effective Date – September 25, 2012
TOPO: Ness Tirol
REVISION 1, dated 08/14/2012

The Contractor shall notify the CO and PO when 85% of funding for this Task Order has been expended.

Deliverables

The contractor shall submit to the PO and the TOPO weekly reports with narratives of all current contract activities, including administrative and management highlights. Each table and/or report should identify activities by Task Orders and/or Technical Direction Form No.. The reports shall be submitted on Wednesday for the preceding weekly period.

The weekly reports should include:

- ongoing, suspended, cancelled, work, and completed activities;
- analysis type, start date, due date, and completion date;
- number of samples, estimated hours expended, estimated cumulative hours and staff name;
- estimated hours; and
- cumulative totals for each of the above categories

*All estimated hours should be annotated at the bottom of the table or chart by an asterisk referencing the affected activity.

The monthly report should include the aforementioned information and including:

- Total hours, dollars, travel and ODC costs;
- funding ceiling and percentages utilized in each category (i.e. hours, dollars, ceilings, etc); and,
- Cumulative totals for each of the above categories (i.e. hours, dollars, etc).

*If applicable, all estimates should be annotated at the bottom of the table or chart by an asterisk.

TASK 2: Analytical Support

Laboratory Sample Analyses

The contractor shall analyze environmental samples consisting of a wide variety of media for organic and inorganic analytes/parameters including but not limited to volatile and semi-volatile organic compounds, pesticides/PCBs, trace metals, wet chemistry analytes/parameters and other inorganic analytes. New methods and parameters not covered by current standard operating procedures (i.e., Gasoline Range Organics by GC) shall be added as needed. New methods will be identified by TDF and will address a wide variety of media for organic, inorganic, biology and wet chemistry analytes/parameters. Sample analyses shall include qualitative and/or quantitative analysis, as well as sample preparation, extraction, digestion, distillation, measurement, data reduction, data review and reporting as applicable.

The contractor shall analyze environmental samples for analytes/parameters (but not limited to) those listed under the section SOPs and Guidance Documents Reference Available to the

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Contractor.

Samples will be assigned to the contractor for analysis by means of TDF prepared by TOPO and approved by the PO (or alternate PO). The TDF shall specify the site name, account number, expected number of samples, analyses requested, sample matrices, anticipated date of sample receipt and estimated completion date.

All analytical data shall be properly documented and all analytical and technical procedures shall be covered by SOPs or other appropriate form of documentation. The contractor shall perform the assigned sample analyses in accordance with the appropriate SOPs. In the event that unforeseen circumstances require deviation from the technical procedures contained in the SOPs, alternate technical instructions will be provided in writing by means of the TDF.

The contractor must maintain and provide to the TOPO documentation of the completion of initial and continuing demonstrations of capability, Performance Test Samples (PTS) and MDLs for all analytical work performed in a timely manner as per the Region 2 Laboratory Quality Management Plan. MDL studies shall be performed when there is new instrumentation or a significant change in methodology, as per the Region 2 Laboratory Quality Management Plan (LQMP) and appropriate SOP.

Please note that all policies within the Region 2 LQMP must be followed.

Acceptance Criteria

The environmental data generated and reported shall be of known quality, adequate for its intended use and thoroughly documented. All deliverables shall be submitted to the TOPO within the time frame specified below. All assigned tasks shall be completed within the allocated level of effort as specified in the Government Quality Assurance Surveillance Plan (QASP.) All required QA demonstrations and determinations shall be documented by the contractor and submitted to the TOPO within the time frames specified below.

The quality of the data shall be determined by the compliance with all QA/QC criteria specified in the technical documentation and guidance used by the contractor. Documentation that the samples were analyzed correctly must exist. Examples are:

- Sample response of instruments within calibration range
- Data to show appropriate method used - sample matrix spike recovery data, method detection limits, etc.
- Identification of standards used during analysis
- Quality control data for each batch of analyses
- Documentation of contractor peer review of results

Adequacy of the data for its intended use shall be evaluated based upon conformance with criteria specified in the SOPs or TDFs. Examples are:

- Data reported conforms to the SOP/Method reporting limits
- Special instructions on TDFs are carried out appropriately
- Special reporting limits specified on TDFs are attained.

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The contractor shall document all work performed in accordance with the protocols specified in the current Region 2 LQMP, SOPs, and National Environmental Laboratory Accreditation Conference (NELAC) Standards. All documentation must be adequate with respect to completeness and reproducibility.

Analytical deliverables (e.g. complete data package) shall be submitted to the TOPO three (3) business days prior to the due date listed on the Project Status Report. The contractor demonstrations of capability, MDL and PTS for all analytical work performed shall be performed according to the current LQMP and NELAC standards.

Documentation

SOPs and Guidance Documents Available to the Contractor

For the Analytical Support activities, as defined in the Task activities are to be performed using the basic methods and technical procedures described in the following documents. This list may not be all inclusive. For example, biological analyses/functions may be performed by the Contractor.

In addition to the method SOPs mentioned below, the following documents must be adhered to:

Region 2 Laboratory Quality Management Plan
Current NELAC Standards
All General and Supporting SOPs

Wet Chemistry Analyses SOPs

EPA- B-8.33	Particle Size Analysis – Hydrometer Method
EPA-C-18	Alkalinity (Titrimetric Method)
EPA-C-24	pH/Corrositivity
EPA-C-28	Cyanide, Total Analysis, (Colorimetric Method)
EPA-C-33	Total Suspended Solids (TSS), Volatile Suspended Solids (VSS)
EPA-C-35	Settleable Solids (Imhoff Cone Procedure)
EPA-C-37	Total Dissolved Solids (TDS) (Gravimetric Method)
EPA-C-53	Chemical Oxygen Demand (COD)
EPA-C-68	Total Phosphorous and Orthophosphate (as P) (Colorimetric Method)
EPA-C-79	Nitrate + Nitrite (as N) (Colorimetric Method)
EPA-C-80	Ammonia (as N) (Colorimetric Method)
EPA-C-83	Total Organic Carbon in Aqueous (Combustion/Infrared Detection Method)
EPA-C-88	Total Organic Carbon in Sediments (Combustion/Infrared Detection Method)
EPA-C-94	Anions by Ion Chromatography
EPA-C-96	Hexavalent Chromium
EPA-C-115	Sulfide, Methylene Blue
EPA-C-121	Total Solids/Volatile Solids

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Inorganic - Trace Metals Analyses SOPs

EPA-C-109	Metals (ICP/AES Method)
EPA-C-110	Mercury (CVAAS Method)
EPA-C-112	Trace Elements by ICP-MS
EPA-C-116	Preparation of Aqueous, TCLP Extracts, Soil/Sediment/Sludge, Waste Oil/Organic Solvents, and Biological Tissue Matrices by Block Digestion

Volatile Organic Analyses SOPs

EPA-DW-1	Low Level Volatiles Analysis, (Purge & Trap GC/MS Method)
EPA-C-89	Analysis of Volatile Organic Compounds in Aqueous, Soil/Sediment and Waste Oil/Waste Organic Solvents Samples by Purge and Trap GC/MS
EPA-C-123	Analysis of Volatile Organic Compounds by Automated Closed System purge and Trap GC/MS (Med Level)
EPA-C-124	Determination of Dissolved Methane, Ethylene and Ethane in Water by Headspace GC/FID

Semi-Volatile Organic Analyses SOP

EPA-C-90	Semi-Volatiles Analysis (GC/MS Method)
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Pesticides and Poly Chlorinated Biphenyls (PCBs) Analyses SOPs

EPA-C-66	Cleanup of Sample Extracts by Gel Permeation Chromatography for PCB/Pesticide Analysis
EPA-C-91	Pesticides/PCBs (GC-ECD Method)
EPA-C-103	Cleanup of Sample Extracts Using Concentrated Sulfuric Acid for PCB Analysis
EPA-C-111	Cleanup of Sample Extracts Using Silica-Gel Column chromatography for PCB and Pesticides Analysis
EPA-C-124	Determination of Dissolved Methane, Ethylene and Ethane in Water by Headspace GC/FID

Deliverables for Analytical Support

On a weekly basis the contractor shall submit to the TOPO and the PO a project status report. The report should include the work completed with the completion date and the work pending.

Each sample analysis project, identified by TDF number or other identifier, site name and LIMS Project Number, submitted to the TOPO shall contain the completed data package for analytical results. The content and format are specified in the SOPs listed above.

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Data package deliverables as referenced in the LQMP and SOPs include but may not be limited to:

- Cover letter
- Copy of the TDF or other identifier
- Copy of the Chain-of-Custody documents
- Analytical Checklists/Standards Prep/Run Logs as applicable LIMS Report, and
- All analytical raw data (e.g. instrument printouts, chromatography, bench sheets, etc.), and Cross Reference Sheet, if needed.

The total number of anticipated analyses for the contract year is **250**. The estimated breakdown is listed below. The breakdown may change due to analytical requests.

The estimated number of analyses to be completed under Wet Chemistry analysis is 50.

The estimated number of analyses to be completed under Volatile Organic Compound Analyses, including Methane, Ethane, and Ethylene is 100.

The estimated number of analyses to be completed under Semi-Volatile Organic Compound Analyses, including 1,4-Dioxane is 25.

The estimated number of analyses to be completed under Pesticides and Polychlorinated Biphenyls (PCBs) Analyses is 25.

The estimated number of analyses to be completed under Inorganic - Metals is 50.

The estimates above are applicable to Task Areas I and II. The contractor's estimate cost should be based on the information in this SOW.

Laboratory Information Management Systems (LIMS) deliverables

Data entered into the LIMS must be verified by a second, independent reviewer. After the data have been verified as entered correctly, the reviewer validates the analyses in the LIMS. The TOPO will perform an electronic check to confirm the completion of the peer review and the validation of the analyses by the contractor. The deliverable will be considered submitted when the peer review and validation of the analyses are completed in LIMS.

Laboratory Automation

The contractor shall provide support in the automation of data reduction and sample analysis for the ESAT Laboratories. This support should include developing spreadsheets, databases, and limited programming in an effort to increase sample production and minimize transcription errors.

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STATEMENT OF WORK - TASK AREA II: QA/QC SUPPORT

Task 1: Develop and/or Review Analytical Methodologies

The contractor shall provide technical support in the development and/or review of analytical methodologies and protocols including technical specifications for new or non-CLP methods and related QA activities. This shall require the contractor to perform research on specific topics, including literature search in pertinent journals and publications, obtaining information from the scientific community, performing the method development, validating the results, preparing an SOP and generating data of known quality, adequate for its intended use and thoroughly documented.

The objective of this task will be to verify the acceptable performance of the analytical method, analytical instrumentation and the adequacy of the QA/QC procedures developed. The technical criteria to be used in performing this evaluation, as well as any applicable SOPs or related literature, will be specified in the TDF.

NELAC Accreditation

The Region 2 Laboratory is NELAC accredited. The contractor shall implement a comprehensive QA/QC program that adheres to the most current NELAC standards. The contractor must maintain NELAC accreditation for all laboratory methods and procedures used. Initially, the NELAC standards are applied to the most commonly used laboratory methods, procedures and documentation to achieve NELAC accreditation. Eventually, all analytical methods, procedures and documents used by the ESAT contractor must be NELAC accredited and/or compliant.

Deliverables

The contractor must submit to the TOPO, a written report documenting the results of the analytical method developed or evaluated under this task and originals of all necessary documentation to maintain NELAC accreditation. The deliverables will be specified in the TDF or in an existing SOP with similar technical requirements or protocols. This will include but not be limited to: PT, MDL and DOC results; SOPs, and related documents; laboratory audit results, using the latest version of the NELAC check list; corrective action plans and forms.

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The contractor Management and Quality Assurance Officer will meet with the TOPO bi-weekly or as needed to update the EPA concerning the status of the above tasks. The contractor shall submit weekly reports of the status and reimbursable costs under this Task Order to the PO

Acceptance Criteria

The environmental data generated under the developed analytical methodology shall be of known quality, adequate for its intended use and thoroughly documented.

The quality of the data shall be determined by the compliance with all QA/QC criteria specified in the technical documentation and guidance used by the contractor. Examples are:

- Sample response of instruments within calibration range
- Acceptable matrix spike recovery data
- Method detection limit determination
- Acceptable quality control data for each batch was acceptable.

Adequacy of the data generated by the developed analytical method shall be evaluated based upon technical criteria specified in the TDF. Examples are:

- Data generated will attain the required quantitation limit
- Qualitative identification is technically sound.

The contractor shall document all work performed in accordance with the protocols specified in the TDF or guidance documents used during the method development. All documentation must be adequate with respect to completeness and reproducibility.

Task 2: Maintenance and Development of Standard Operating Procedures (SOPs)

SOPs are the primary format for documenting the analytical methodologies and technical procedures and protocols used in the Laboratory.

As per the Region 2 Laboratory Quality Management Plan, the contractor shall review and revise, as necessary, all SOPs used for performance of work specified in the contract Statement of Work. Additionally, the contractor shall develop SOPs for new analytical methodologies and procedures.

The contractor shall keep current with the CLP SOW analytical methodologies. The contractor shall perform a review of the relevant CLP SOW analytical methods that pertain to the ESAT Laboratory whenever a new CLP SOW or revision is released.

Deliverables

The contractor shall document and submit a report to the TOPO that describes any significant changes in the CLP SOWs relevant to ESAT's Laboratory methods/procedures (i.e., SOM01.1, ILM 06.X etc).

New SOPs developed by the contractor shall be delivered to the TOPO for review, comment

and/or approval.

Acceptance Criteria

Documents prepared must provide sufficient technical information and detail to communicate to a Laboratory analyst the steps necessary to successfully complete all task covered in the SOP and generate data of documented known and acceptable quality.

Task 3: Maintenance of Demonstration of Capability (DOC) QA and QA Activities Databases

The contractor shall maintain a DOC database and a QA Activities database.

The DOC database shall include, but is not limited to the matrix of the analysis, parameter tested, date on which the DOC was performed, name of Contractor analyst who performed the DOC, and the parameter reporting limit. All DOCs shall be performed using the appropriate EPA SOPs and the Region 2 LQMP.

The QA Activities database shall include, but is not limited to all Laboratory audits performed by the Contractor, Corrective Actions, Limits of Quantitation, PTs performed, and the dates these activities were performed.

Deliverables

The contractor shall electronically submit a DOCs and QA Activities report to the TOPO no later than the first Monday of each Month.

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Government Quality Assurance Surveillance Plan

Task Area I – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task 1: Task Order Management	Contractor shall prepare and submit weekly reports	Reports shall contain status of all tasks, estimated labor hours for all tasks and estimated costs for cost reimbursable portion	Reports should be 100% complete	PO/TOPO will evaluate the report for completeness
Task 1: Task Order Management		Report shall be submitted to the PO every Wednesday by COB	Report should be submitted on time no less than 100% of the time	PO/TOPO will review reports submitted for timeliness
Task 1: Task Order Management	Analytical deliverables are submitted with a cover letter	Analytical deliverables contain a cover letter	Analytical deliverables shall contain a cover letter no less than 100% of the time	TOPO will evaluate analytical deliverables for completeness
Task 1: Task Order Management	Analytical deliverables are peer reviewed	All analytical deliverables are peer reviewed and the peer review is performed at a technical level appropriate to the data and the review is technically sound	Analytical deliverables are peer reviewed no less than 100 % of the time and peer review is conducted at the appropriate technical level	TOPO will evaluate the analytical deliverables for compliance with peer review criteria and for evidence the peer review was conducted at the appropriate technical level
Task 1: Task Order Management	Contractor will notify the TOPO/PO whenever completion of a task or submission of deliverable will not meet the schedule	Contractor will notify the TOPO/PO in writing or e-mail of failure to meet a scheduled due date. All missed dates will be reported in the Monthly Performance Evaluation Reports	Notification received by the TOPO/PO at least two (2) business days before the deliverable due date	TOPO/PO will track the status of tasks in progress or deliverables and evaluate the timeliness of the notification and report all missed dates whether or not there was an excusable delay in the Monthly Performance Evaluation Reports.
Task 1: Task Order Management	Contractor will provide justification for the delay and provide revised completion dates.	Justification for delay is due to circumstances beyond contractor control and revised completion dates are reasonable.	The delay was beyond the control of the contractor and the revised completion schedule will allow the deliverable to fulfill the task requirements.	The TOPO will evaluate the status of tasks in progress and completion schedule. The PO and/or the CO will evaluate the justification and the revised completion dates.

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Task Area I – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task 2: Analytical Support	Contractor shall perform environmental sample analyses designed to meet the mission of the EPA Region 2. Sample analysis includes sample preparation, sample analysis, reporting results and documentation of all analytical activities.	Data of known quality will be generated by compliance with all QA/QC criteria specified in technical documentation, e.g. SOPs, and guidance used by the contractor. Documentation that samples were analyzed correctly (as per the SOP or method used) must exist.	Analyses will be performed compliant with the sample analysis procedures and protocols specified in the technical documentation. Documentation that samples were analyzed appropriately as per the appropriate SOPs and R2 LQMP will be no less than 100% complete.	The TOPO will evaluate the raw data/data results and reports for evidence the analyses were performed in strict conformance with the stated requirements and met the QA/QC criteria as required by the appropriate SOPs and R2 LQMP.
Task 2: Analytical Support	Adequacy of the data for its intended use	Analytical data will conform with the criteria specified in the SOPs or TDFs, e.g. appropriate reporting limits, special instruction followed, special reporting limits achieved, appropriate analytes determined	Analytical data must conform to the criteria specified in the SOPs or TDF	The TOPO will evaluate the analytical data for conformation of compliance with criteria specified in the SOPs or TDF
Task 2: Analytical Support	Documentation of all work performed	All analytical work will be documented in accordance with the protocols specified in the SOPs and guidance documents. Records must be adequate with respect to completeness and re-constructability.	Documentation will be complete and in sufficient detail to be able to reconstruct all aspects of the work.	The TOPO will evaluate the documentation for compliance with the record keeping requirements in SOPs and guidance documents.
Task 2: Analytical Support	Submission of deliverables	Timeliness: analytical deliverables will be submitted within 3 business days (or less, if stated in TDF) prior to the due date listed on the Project Status Report.	Analytical deliverables are submitted three (3) business days before the due date indicated on the Project Status Report.	The TOPO will review and evaluate deliverables for conformance with delivery criteria
Task 2: Analytical Support	Determination of labor cost/analyses as per the contract SOW, preparation of a report/form for each batch of analyses completed during the reporting period. Compliance with the computed labor cost/analyses per batch of analyses.	Contractor will prepare and submit monthly a report containing the labor cost analyses as per contract SOW and labor cost/analyses per batch of samples during the reporting period.	The reports shall be submitted within ten (10) calendar days of the close of the reporting month.	TOPO will review and evaluate reports for conformance with the delivery criteria.

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Task Area I – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task 2: Analytical Support		Contractor will perform the work in compliance with the computed labor cost/analyses per batch specified in the TDF based on the environmental samples to be analyzed.	The contractor will perform the assigned tasks within the computed labor cost/analyses per batch no less than 95 % of the time. A batch shall be defined as 20 environmental samples	The TOPO will review and evaluate contractor compliance for conformance with the specified labor cost/analyses per batch.
Task 2: Analytical Support	Contractor maintains and provides documentation of completion of demonstration of capability for all analytical work performed.	Contractor will prepare and submit documentation of completion of demonstration of capability according to NELAC - Quality Systems Appendix C. Documentation will include signed statement of completion and all data generated during the demonstration of capability.	Documentation of completion of the demonstration of capability will be provided for no less than 95 % of the time.	The TOPO will review and evaluate the submission of the documentation of the demonstration of capability
Task 2: Analytical Support		All technical requirements specified in the NELAC - Quality Systems Appendix C.	Technical requirements will be performed compliant with the criteria specified in NELAC.	The TOPO will review and evaluate contractor compliance for conformance with the specified criteria.
Task 2: Analytical Support	Method Detection Limit (MDL) determinations will be performed according to EPA SOP G-8.	All technical requirements specified in the <u>SOP</u> will be completed for all analytes/parameters on all instruments.	Technical requirements will be performed according to the criteria specified in the procedure	The TOPO will review and evaluate contractor compliance for conformance with the criteria specified in the procedure.
Task 2: Analytical Support	Method Detection Limit (MDL)	MDL determinations will be performed under the conditions specified in the SOP or Laboratory Quality Management Plan.	The contractor will perform MDL determinations when there is new methodology, a significant change in methodology, or instrumentation.	The TOPO will track the completion of MDL determinations to ensure conformance.
Task 2: Analytical Support	Method Detection Limit (MDL)	The contractor will submit documentation of the completion if the Method Detection Limit studies. Documentation will include a summary report for analyte/parameter/instrument results plus all analytical data generated.	Documentation of the Method Detection Limit determination will be provided no less than 95 % of the time.	The TOPO will review and evaluate the submission of the documentation of the Method Detection Limit determination.

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Task Area I – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task 2: Analytical Support	Laboratory Information Management System (LIMS) contractor peer review and validation of the analyses in the LIMS data system.	All environmental sample data in electronic format -LIMS will be peer reviewed and the analyses validated electronically.	LIMS peer review and validation of the analyses will be completed no less than 98 % of the time.	The TOPO will evaluate the compliance for peer review and validation of the analyses by checking each project in the LIMS
Task 2: Analytical Support		Data verified by an independent peer reviewer for accuracy and completeness.	Data verified for accuracy no less than 98 % of the time. Data verified for completeness no less than 98 % of the time.	The TOPO will evaluate compliance for accuracy and completeness checks for each LIMS project.
Task Area II – QA/QC Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task 1: Develop and/or Review Analytical Methodologies	The contractor shall conduct method development and provide technical support for new procedures and related QA activities.	Method development shall be conducted in strict conformance with specific requirements provided by the EPA to include verification of acceptable performance of the analytical method, analytical instrumentation and the adequacy of the QA/QC	Analytical methods developed will be 98 % compliant with the criteria and specific requirements provided by EPA	The TOPO will evaluate the method development results for compliance with the technical requirements provided.
Task 1: Develop and/or Review Analytical Methodologies	Method development will be adequately documented.	Documentation and records must be adequate and complete to allow analysts with appropriate technical knowledge to reproduce the results.	The documentation and records will be no less than 98 % complete and in sufficient detail to be able to reconstruct all aspects of the work.	The TOPO will review and evaluate the documentation and records for compliance with the criterion of reconstructibility.
Task 2: Maintenance and Development of Standard Operating Procedures (SOPs)	Contractor will review and implement SOPs for all laboratory methods, procedures and protocols.	SOPs will contain sufficient technical information and details to allow a Laboratory analyst to complete all tasks covered in the SOP and generate data of known and acceptable quality.	Over 98 % of the time, SOPs will allow a laboratory analyst to reproduce the procedure and generate data of known and acceptable quality.	The PO and/or TOPO will periodically select SOPs for review and audit for compliance.
Task 3: Maintenance of Demonstration of Capability (DOC) QA Report and QA Activities	QA Activities and DOCs Reports	The contractor will submit monthly QA Activities and DOC Status reports. The QA Activities Status report will include the status of pending QA activities (i.e. corrective actions, internal audits, etc). The DOC Status report will include the status of pending and recently performed	The contractor will submit the QA Activities and DOC status Reports on the first Monday of the month no less than 98% of the time. Report will be no less than 98% complete	The TOPO will review and evaluate the report.

	DOCs.	and accurate.	
<u>STATEMENT OF WORK- TASK AREA III: OSCAR STATION OPERATION (SUPERFUND)</u>			

Task 1: Logistical and Administrative Support

The contractor shall provide support for operation of the Region's Official Sample Control and Repository (OSCAR) Station and the Laboratory Information Management System (LIMS) as per the applicable SOPs (eg, OSCAR, Waste Disposal, etc.) and the Region 2 LQMP.

The contractor shall ensure that all personnel performing work under this task area shall be appropriately trained to perform the activities as specified in the SOP.

- The contractor must have staff available between 7am ET and 6pm ET who can perform sample log-in.
- The contractor shall receive samples at the OSCAR station and notify the Task Order Project Officer (TOPO) or designee of sample receipt.
- The contractor will open and remove samples from coolers and verify sample receipt against chain-of-custody (COC) and field data sheets.
- If any sample shipment is received with a broken chain of custody seal(s), with broken or leaking vials or bottles, or with missing samples, the contractor will immediately notify the TOPO.
- The contractor will add sample number and project number to each bottle with appropriate label. Sign the COC, adding date and time of receipt in accordance with the OSCAR SOP.
- The contractor will maintain an OSCAR Project Tracking Log and an OSCAR Sample Tracking Log in either hard copy or electronic format. If an electronic version is used, steps must be taken to secure the electronic file and create a daily backup.

Support functions will include receipt and logging of samples for analysis, and maintenance of sample related documentation, including chain of custody records. In addition, the contractor shall enter analytical data into the LIMS, use the LIMS to generate reports, and archive data files.

The contractor shall provide administrative support for the operation of the Laboratory Information Management System (LIMS). Support will include but not be limited to "Analysis Codes" maintenance and creation, archiving, calculation codes, generating and creating reports, and general LIMS administration.

The contractor shall record, organize, label, copy and file records pertaining to Superfund projects. The Contractor shall also maintain documents and records pertinent to project completion.

Support under this task assignment is limited to samples and analytical data relating to non-Region 2 Superfund sites specified by EPA Region 2. As such, the contractor shall track tasks which are defined as site specific or task specific. The contractor shall track the status of the tasks, labor hours, and costs for the cost reimbursable portion. The contractor shall provide the PO and the TOPO with weekly reports for the above referenced data.

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The contractor may be required to attend meetings or conferences calls with the TOPO and/or PO for planning and coordinating activities. All work shall be completed in accordance with this Statement of Work, LQMP, including all referenced SOP(s) and documentation. No deviation from the Statement of Work or SOPs shall be made without prior approval.

The contractor shall follow the detailed technical procedures specified in the applicable SOPs.

Documentation

SOPs and Guidelines Available to the Contractor

For the support activities as defined in this Task, activities are to be accomplished using the basic methods as described in the current OSCAR SOP and Waste Disposal SOP.

Excerpts from the current OSCAR SOP are listed below as:

Subject

1. Sample Handling
2. Sample Storage
3. Safety
4. Procedures
 - Accessing LIMS
 - Location Set-up/Modification
 - Analysis Codes/Modification
 - Sample Log-in/Modification
 - Automated/Manual Data Entry
 - ESAT Data
 - Final Reports
 - ESAT Sample Flow Chart
 - Area and File Management
5. Quality Control

Deliverables:

The content, format, and schedule of deliverables are specified in the current OSCAR SOP.

Deliverables include:

Sample Receipt form,
Final LIMS report,
Sample LIMS status reports (Active Project List)

It is estimated that 250 samples will be accepted for this contract year.

Cooler Return

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The contractor shall clean and dry the sample coolers for return. Only coolers with pre-labeled labels will be returned. The coolers recipient should be charged for shipping fees.

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Government Quality Assurance Surveillance Plan (QASP)

Task Area	Performance Requirement	Performance Standard(s)	Acceptable Quality Level	Method of Surveillance
Task Area 1: Logistical and Administrative Support	Samples shall be received as stated in the TDF and in accordance to SOW	Verify sample against chain of custody and field data sheet	During the performance period 100% of the samples should be verified	The TOPO will review weekly and/or monthly reports or logbooks
	Samples checked for accuracy, temperature, preservation...etc according to the current OSCAR SOP	Samples containers are opened and samples removed in accordance with the SOP	100% of the sample shipments have been properly verified.	The TOPO will conduct periodic checks of contractor's performance.
	Verify receipt of samples and release of samples according to the current OSCAR SOP	Timeliness - within 3 hours of receipt (excluding short holding time-SHT parameters), relinquish custody of samples to OSCAR sample coordinator or designee	100% of samples should be released to minimize holding time violations.	Review OSCAR logbooks and/or monthly or weekly reports
		Quality -samples are received by ESAT or EPA staff in a condition suitable for analysis	100% of samples meet SOP requirements	Review data reports from OSCAR station and/or weekly reports.
	Paperwork checked for accuracy, temperature, preservation...etc. In accordance with current OSCAR SOP	Timeliness - Within 3 hours (excluding SHT samples), all COC/FDS information should be entered into LIMS at the OSCAR station.	During the performance period 100% of the all sample data should be entered and uploaded into the LIMS.	Review monthly and weekly reports; with additional visual oversight by the TOPO during the performance period.
		Quality - Uploads and data entered into LIMS should be complete and accurate	None	TOPO reviews the reports generated for completeness and accuracy.
	Generate electronic data for data package in accordance with current OSCAR SOP	Data package is complete and TOPO notified	Electronic data should be 100% accurate and complete	Review data package from the contractor to confirm the required file exist and final reports are accurate and complete

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 20

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/13/2012		2. CONTRACT NO. (If any) EP-W-07-083		6. SHIP TO:	
3. ORDER NO. 0034		4. REQUISITION/REFERENCE NO. PR-OSWER-12-00515		a. NAME OF CONSIGNEE KIM BRANDON-BAZILE	
5. ISSUING OFFICE (Address correspondence to) SRRPOD US ENVIRONMENTAL PROTECTION AGENCY SUPERFUNDRCRA REGIONAL PROCUREMENT OPERATIONS 1200 PENNSYLVANIA AVE NW WASHINGTON DC 20460				b. STREET ADDRESS US EPA REGION 2 MS-215 2890 WOODBRIDGE AVE	
7. TO: (b)(4)				c. CITY EDISON	e. ZIP CODE 088373679
a. NAME OF CONTRACTOR ALION SCIENCE AND TECHNOLOGY CORPORATION				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1000 BURR RIDGE PKWY (b)(4)				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY BURR RIDGE		e. STATE IL	f. ZIP CODE 605270849	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE SRRPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Total Ceiling Amount - \$12,500 Total Funded Amount - \$12,500 Pursuant to the SECTION H Clause, entitled "EPA Regional Crossover," the attached statement of work and associated funding in Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. ages)
21. MAIL INVOICE TO:						
a. NAME RTP FINANCE CENTER		\$0.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE		\$12,500.00				
c. CITY DURHAM		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF
AMERICA BY (Signature)

Helen Britz

23. NAME (Typed)
Helen Britz
TITLE: CONTRACTING/ORDERING OFFICER

ORDER SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
08/13/2012	EP-W-07-083	0034

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>the amount of \$12,500 is in support of ESAT Region 5. The total ceiling amount of \$12,500 is subject to change pending final agreement between the parties of a total estimated cost. The total estimated cost will be incorporated via modification not later than seven (7) calendar days after award.</p> <p>TOPO: N. Tirol Admin Office: SRRPOD US ENVIRONMENTAL PROTECTION AGENCY SUPERFUNDRCRA REGIONAL PROCUREMENT OPERATIONS 1200 PENNSYLVANIA AVE NW WASHINGTON DC 20460</p> <p>Accounting Info: 12-T-72BS-303DD2-2505-HQ00LA00-1272BS5051-00 1 BFY: 12 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1272BS5051-001 Period of Performance: 08/10/2012 to 09/25/2012</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

Contract # EP-W-07-083
Task Order # 034
Effective Date of Award through September 25, 2012
TOPO: Ness Tirol

**TASK ORDER STATEMENT OF WORK
ANALYTICAL SERVICES & OSCAR STATION OPERATIONS (SUPERFUND)
SUPPORT for NON-REGION 2 SAMPLES**

Purpose

The Region 2 Laboratory is committed to producing environmental data of known quality, adequate for its intended use and to thoroughly document all aspects of the data generation. The documentation shall be verifiable and defensible. This task order is applicable to non-Region 2 support as specified by EPA Region 2.

Analytical Services

The contractor's task shall be to perform qualitative and quantitative analyses of samples from other EPA Regions under the provisions of the ESAT contract Statement of Work and other applicable support functions. Method development and testing, statistical and data management and Quality Assurance/Quality Control (QA/QC) task areas are associated with the analysis of environmental samples and the production of data of known quality and properly documented quality. Each assignment and costs shall be tracked separately and the internal administrative and management activities necessary to perform the services required by this Task Order shall be included in these costs. The contractor shall break out from their weekly and monthly activity report the description of the work accomplished under this Task Order and deliver a copy of the deliverables to the Task Order Project Officer (TOPO) and the Project Officer (PO) on a weekly basis. The contractor shall be required to complete the assigned task to meet three (3) business days before the due date as indicated on the Project Status Report or on the issued TDF. Each Technical Direction Form (TDF) will specify the necessary information relating to Analytical Services and due dates.

Logistical Support OSCAR Station

The contractor shall provide administrative and logistical support for operation of the Region's Official Sample Control and Repository (OSCAR) Station and the Laboratory Information Management System (LIMS) to EPA Region 2 under the provisions of the ESAT contract Statement of Work and other applicable support functions. The contractor shall break out from their weekly and monthly activity report the description of the work accomplished under this Task Order and deliver a copy of the accomplishments to the Task Order Project Officer (TOPO) and the Project Officer (PO). Internal administrative and management activities necessary to effectively perform the services required by this Task Order shall be tracked separately in the weekly activity report. Specific support functions are outlined in Tasks 1, 2 and 3 and in the contract Statement of Work. Contractor support under this task order is limited to samples and data obtained from Superfund sites.

STATEMENT OF WORK - TASK AREA I : ANALYTICAL SUPPORT

Task 1: Task Order Management:

The contractor shall track the status of the tasks, labor hours, number of samples, type of analyses for each task under this TO and costs for the cost reimbursable portion. The tasks must be defined as either site specific or task specific (site allocable). The contractor shall provide the PO and the TOPO with weekly reports for the above referenced data.

The contractor shall maintain a database containing information as it relates to this program for work performed as described in each task area (i.e., I, II, III, and IV) for Superfund and other EPA programs' buy-ins(e.g., Task Area I - Analytical Support - specific analytical costs by parameter (e.g., VOA, Semi-VOA, Metals, cyanide, etc).

The contractor shall provide the costs for performing specific types of analyses and sample preparation on a monthly basis preferably included in the Monthly Financial Report. This information should include costs for sample handling and management associated with each type (VOA, metals, etc.) of analysis performed. The sample handling and/or sample management costs shall include costs for sample handling, log-in/storage, tracking, reporting, and disposal.

ESAT Team management shall meet with the PO, TOPO and other designated EPA representatives monthly or as needed, to update EPA on the status of tasks, completion schedules and to address any relevant technical issues.

The contractor shall submit all deliverables under this TO to the TOPO with a cover letter identifying each document submitted or task completed.

The contractor shall review all deliverables following the protocols specified in the SOPs used to generate the deliverable. The reviewer must have sufficient technical competence to be able to understand all aspects of the document to be reviewed and to have not been significantly involved in the generation of the data and the preparation of the deliverable. The reviewer shall assure each deliverable is accurate, technically sound and free from transcription errors. If such a review cannot be performed on any deliverable, the contractor shall notify the PO and the TOPO prior to the submission of the deliverable.

The contractor shall immediately notify the PO and the TOPO as soon as it is determined that a schedule for the completion of any task or submission of any deliverable may not be met. This notification shall be submitted via e-mail with justification and revised completion dates for the approval of the TOPO, PO/Alternate PO and/or the Contracting Officer (CO.) If a deliverable cannot be submitted by the deliverable completion date, the TOPO and PO/Alternate PO must be notified at least two (2) business days prior to the completion date.

This statement of Work is subject to change based on changing priorities and workload fluctuations. The contractor may be required to make changes to accommodate the Agency's changing needs. The Agency shall revise the SOW as necessary.

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The Contractor shall notify the CO and PO when 85% of funding for this Task Order has been expended.

Deliverables

The contractor shall submit to the PO and the TOPO weekly reports with narratives of all current contract activities, including administrative and management highlights. Each table and/or report should identify activities by Task Orders and/or Technical Direction Form No.. The reports shall be submitted on Wednesday for the preceding weekly period.

The weekly reports should include:

- ongoing, suspended, cancelled, work, and completed activities;
- analysis type, start date, due date, and completion date;
- number of samples, estimated hours expended, estimated cumulative hours and staff name;
- estimated hours; and
- cumulative totals for each of the above categories

*All estimated hours should be annotated at the bottom of the table or chart by an asterisk referencing the affected activity.

The monthly report should include the aforementioned information and including:

- Total hours, dollars, travel and ODC costs;
- funding ceiling and percentages utilized in each category (i.e. hours, dollars, ceilings, etc); and,
- Cumulative totals for each of the above categories (i.e. hours, dollars, etc).

*If applicable, all estimates should be annotated at the bottom of the table or chart by an asterisk.

TASK 2: Analytical Support

Laboratory Sample Analyses

The contractor shall analyze environmental samples consisting of a wide variety of media for organic and inorganic analytes/parameters including but not limited to volatile and semi-volatile organic compounds, pesticides/PCBs, trace metals, wet chemistry analytes/parameters and other inorganic analytes. New methods and parameters not covered by current standard operating procedures (i.e., Gasoline Range Organics by GC) shall be added as needed. New methods will be identified by TDF and will address a wide variety of media for organic, inorganic, biology and wet chemistry analytes/parameters. Sample analyses shall include qualitative and/or quantitative analysis, as well as sample preparation, extraction, digestion, distillation, measurement, data reduction, data review and reporting as applicable.

The contractor shall analyze environmental samples for analytes/parameters (but not limited to) those listed under the section SOPs and Guidance Documents Reference Available to the Contractor.

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Samples will be assigned to the contractor for analysis by means of TDF prepared by TOPO and approved by the PO (or alternate PO). The TDF shall specify the site name, account number, expected number of samples, analyses requested, sample matrices, anticipated date of sample receipt and estimated completion date.

All analytical data shall be properly documented and all analytical and technical procedures shall be covered by SOPs or other appropriate form of documentation. The contractor shall perform the assigned sample analyses in accordance with the appropriate SOPs. In the event that unforeseen circumstances require deviation from the technical procedures contained in the SOPs, alternate technical instructions will be provided in writing by means of the TDF.

The contractor must maintain and provide to the TOPO documentation of the completion of initial and continuing demonstrations of capability, Performance Test Samples (PTS) and MDLs for all analytical work performed in a timely manner as per the Region 2 Laboratory Quality Management Plan. MDL studies shall be performed when there is new instrumentation or a significant change in methodology, as per the Region 2 Laboratory Quality Management Plan (LQMP) and appropriate SOP.

Please note that all policies within the Region 2 LQMP must be followed.

Acceptance Criteria

The environmental data generated and reported shall be of known quality, adequate for its intended use and thoroughly documented. All deliverables shall be submitted to the TOPO within the time frame specified below. All assigned tasks shall be completed within the allocated level of effort as specified in the Government Quality Assurance Surveillance Plan (QASP.) All required QA demonstrations and determinations shall be documented by the contractor and submitted to the TOPO within the time frames specified below.

The quality of the data shall be determined by the compliance with all QA/QC criteria specified in the technical documentation and guidance used by the contractor. Documentation that the samples were analyzed correctly must exist. Examples are:

- Sample response of instruments within calibration range
- Data to show appropriate method used - sample matrix spike recovery data, method detection limits, etc.
- Identification of standards used during analysis
- Quality control data for each batch of analyses
- Documentation of contractor peer review of results

Adequacy of the data for its intended use shall be evaluated based upon conformance with criteria specified in the SOPs or TDFs. Examples are:

- Data reported conforms to the SOP/Method reporting limits
- Special instructions on TDFs are carried out appropriately
- Special reporting limits specified on TDFs are attained.

The contractor shall document all work performed in accordance with the protocols specified in the current Region 2 LQMP, SOPs, and National Environmental Laboratory Accreditation

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Conference (NELAC) Standards. All documentation must be adequate with respect to completeness and reproducibility.

Analytical deliverables (e.g. complete data package) shall be submitted to the TOPO three (3) business days prior to the due date listed on the Project Status Report. The contractor demonstrations of capability, MDL and PTS for all analytical work performed shall be performed according to the current LQMP and NELAC standards.

Documentation

SOPs and Guidance Documents Available to the Contractor

For the Analytical Support activities, as defined in the Task activities are to be performed using the basic methods and technical procedures described in the following documents. This list may not be all inclusive. For example, biological analyses/functions may be performed by the Contractor.

In addition to the method SOPs mentioned below, the following documents must be adhered to:

Region 2 Laboratory Quality Management Plan
Current NELAC Standards
All General and Supporting SOPs

Wet Chemistry Analyses SOPs

EPA- B-8.33	Particle Size Analysis – Hydrometer Method
EPA-C-18	Alkalinity (Titrimetric Method)
EPA-C-24	pH/Corrosivity
EPA-C-28	Cyanide, Total Analysis, (Colorimetric Method)
EPA-C-33	Total Suspended Solids (TSS), Volatile Suspended Solids (VSS)
EPA-C-35	Settleable Solids (Imhoff Cone Procedure)
EPA-C-37	Total Dissolved Solids (TDS) (Gravimetric Method)
EPA-C-53	Chemical Oxygen Demand (COD)
EPA-C-68	Total Phosphorous and Orthophosphate (as P) (Colorimetric Method)
EPA-C-79	Nitrate + Nitrite (as N) (Colorimetric Method)
EPA-C-80	Ammonia (as N) (Colorimetric Method)
EPA-C-83	Total Organic Carbon in Aqueous (Combustion/Infrared Detection Method)
EPA-C-88	Total Organic Carbon in Sediments (Combustion/Infrared Detection Method)
EPA-C-94	Anions by Ion Chromatography
EPA-C-96	Hexavalent Chromium
EPA-C-115	Sulfide, Methylene Blue
EPA-C-121	Total Solids/Volatile Solids

Inorganic - Trace Metals Analyses SOPs

EPA-C-109	Metals (ICP/AES Method)
EPA-C-110	Mercury (CVAAS Method)
EPA-C-112	Trace Elements by ICP-MS
EPA-C-116	Preparation of Aqueous, TCLP Extracts, Soil/Sediment/Sludge, Waste Oil/Organic Solvents, and Biological Tissue Matrices by Block Digestion

Volatile Organic Analyses SOPs

EPA-DW-1	Low Level Volatiles Analysis, (Purge & Trap GC/MS Method)
EPA-C-89	Analysis of Volatile Organic Compounds in Aqueous, Soil/Sediment and Waste Oil/Waste Organic Solvents Samples by Purge and Trap GC/MS
EPA-C-123	Analysis of Volatile Organic Compounds by Automated Closed System purge and Trap GC/MS (Med Level)
EPA-C-124	Determination of Dissolved Methane, Ethylene and Ethane in Water by Headspace GC/FID

Semi-Volatile Organic Analyses SOP

EPA-C-90	Semi-Volatiles Analysis (GC/MS Method)
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Pesticides and Poly Chlorinated Biphenyls (PCBs) Analyses SOPs

EPA-C-66	Cleanup of Sample Extracts by Gel Permeation Chromatography for PCB/Pesticide Analysis
EPA-C-91	Pesticides/PCBs (GC-ECD Method)
EPA-C-103	Cleanup of Sample Extracts Using Concentrated Sulfuric Acid for PCB Analysis
EPA-C-111	Cleanup of Sample Extracts Using Silica-Gel Column chromatography for PCB and Pesticides Analysis
EPA-C-124	Determination of Dissolved Methane, Ethylene and Ethane in Water by Headspace GC/FID

Deliverables for Analytical Support

On a weekly basis the contractor shall submit to the TOPO and the PO a project status report. The report should include the work completed with the completion date and the work pending.

Each sample analysis project, identified by TDF number or other identifier, site name and LIMS Project Number, submitted to the TOPO shall contain the completed data package for analytical results. The content and format are specified in the SOPs listed above.

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Data package deliverables as referenced in the LQMP and SOPs include but may not be limited to:

- Cover letter
- Copy of the TDF or other identifier
- Copy of the Chain-of-Custody documents
- Analytical Checklists/Standards Prep/Run Logs as applicable LIMS Report, and
- All analytical raw data (e.g. instrument printouts, chromatography, bench sheets, etc.), and Cross Reference Sheet, if needed.

The total number of anticipated analyses for the contract year is **250**. The estimated breakdown is listed below. The breakdown may change due to analytical requests.

The estimated number of analyses to be completed under Wet Chemistry analysis is 50.

The estimated number of analyses to be completed under Volatile Organic Compound Analyses, including Methane, Ethane, and Ethylene is 100.

The estimated number of analyses to be completed under Semi-Volatile Organic Compound Analyses, including 1,4-Dioxane is 25.

The estimated number of analyses to be completed under Pesticides and Polychlorinated Biphenyls (PCBs) Analyses is 25.

The estimated number of analyses to be completed under Inorganic - Metals is 50.

The estimates above are applicable to Task Areas I and II. The contractor's estimate cost should be based on the information in this SOW.

Laboratory Information Management Systems (LIMS) deliverables

Data entered into the LIMS must be verified by a second, independent reviewer. After the data have been verified as entered correctly, the reviewer validates the analyses in the LIMS. The TOPO will perform an electronic check to confirm the completion of the peer review and the validation of the analyses by the contractor. The deliverable will be considered submitted when the peer review and validation of the analyses are completed in LIMS.

Laboratory Automation

The contractor shall provide support in the automation of data reduction and sample analysis for the ESAT Laboratories. This support should include developing spreadsheets, databases, and limited programming in an effort to increase sample production and minimize transcription errors.

STATEMENT OF WORK - TASK AREA II: QA/QC SUPPORT

Task 1: Develop and/or Review Analytical Methodologies

The contractor shall provide technical support in the development and/or review of analytical methodologies and protocols including technical specifications for new or non-CLP methods and related QA activities. This shall require the contractor to perform research on specific topics, including literature search in pertinent journals and publications, obtaining information from the scientific community, performing the method development, validating the results, preparing an SOP and generating data of known quality, adequate for its intended use and thoroughly documented.

The objective of this task will be to verify the acceptable performance of the analytical method, analytical instrumentation and the adequacy of the QA/QC procedures developed. The technical criteria to be used in performing this evaluation, as well as any applicable SOPs or related literature, will be specified in the TDF.

NELAC Accreditation

The Region 2 Laboratory is NELAC accredited. The contractor shall implement a comprehensive QA/QC program that adheres to the most current NELAC standards. The contractor must maintain NELAC accreditation for all laboratory methods and procedures used. Initially, the NELAC standards are applied to the most commonly used laboratory methods, procedures and documentation to achieve NELAC accreditation. Eventually, all analytical methods, procedures and documents used by the ESAT contractor must be NELAC accredited and/or compliant.

Deliverables

The contractor must submit to the TOPO, a written report documenting the results of the analytical method developed or evaluated under this task and originals of all necessary documentation to maintain NELAC accreditation. The deliverables will be specified in the TDF or in an existing SOP with similar technical requirements or protocols. This will include but not be limited to: PT, MDL and DOC results; SOPs, and related documents; laboratory audit results, using the latest version of the NELAC check list; corrective action plans and forms.

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The contractor Management and Quality Assurance Officer will meet with the TOPO bi-weekly or as needed to update the EPA concerning the status of the above tasks. The contractor shall submit weekly reports of the status and reimbursable costs under this Task Order to the PO

Acceptance Criteria

The environmental data generated under the developed analytical methodology shall be of known quality, adequate for its intended use and thoroughly documented.

The quality of the data shall be determined by the compliance with all QA/QC criteria specified in the technical documentation and guidance used by the contractor. Examples are:

- Sample response of instruments within calibration range
- Acceptable matrix spike recovery data
- Method detection limit determination
- Acceptable quality control data for each batch was acceptable.

Adequacy of the data generated by the developed analytical method shall be evaluated based upon technical criteria specified in the TDF. Examples are:

- Data generated will attain the required quantitation limit
- Qualitative identification is technically sound.

The contractor shall document all work performed in accordance with the protocols specified in the TDF or guidance documents used during the method development. All documentation must be adequate with respect to completeness and reproducibility.

Task 2: Maintenance and Development of Standard Operating Procedures (SOPs)

SOPs are the primary format for documenting the analytical methodologies and technical procedures and protocols used in the Laboratory.

As per the Region 2 Laboratory Quality Management Plan, the contractor shall review and revise, as necessary, all SOPs used for performance of work specified in the contract Statement of Work. Additionally, the contractor shall develop SOPs for new analytical methodologies and procedures.

The contractor shall keep current with the CLP SOW analytical methodologies. The contractor shall perform a review of the relevant CLP SOW analytical methods that pertain to the ESAT Laboratory whenever a new CLP SOW or revision is released.

Deliverables

The contractor shall document and submit a report to the TOPO that describes any significant changes in the CLP SOWs relevant to ESAT's Laboratory methods/procedures (i.e., SOM01.1, ILM 06.X etc).

New SOPs developed by the contractor shall be delivered to the TOPO for review, comment and/or approval.

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Acceptance Criteria

Documents prepared must provide sufficient technical information and detail to communicate to a Laboratory analyst the steps necessary to successfully complete all task covered in the SOP and generate data of documented known and acceptable quality.

Task 3: Maintenance of Demonstration of Capability (DOC) QA and QA Activities Databases

The contractor shall maintain a DOC database and a QA Activities database.

The DOC database shall include, but is not limited to the matrix of the analysis, parameter tested, date on which the DOC was performed, name of Contractor analyst who performed the DOC, and the parameter reporting limit. All DOCs shall be performed using the appropriate EPA SOPs and the Region 2 LQMP.

The QA Activities database shall include, but is not limited to all Laboratory audits performed by the Contractor, Corrective Actions, Limits of Quantitation, PTs performed, and the dates these activities were performed.

Deliverables

The contractor shall electronically submit a DOCs and QA Activities report to the TOPO no later than the first Monday of each Month.

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Government Quality Assurance Surveillance Plan

Task Area I – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task 1: Task Order Management	Contractor shall prepare and submit weekly reports	Reports shall contain status of all tasks, estimated labor hours for all tasks and estimated costs for cost reimbursable portion	Reports should be 100% complete	PO/TOPO will evaluate the report for completeness
Task 1: Task Order Management		Report shall be submitted to the PO every Wednesday by COB	Report should be submitted on time no less than 100% of the time	PO/TOPO will review reports submitted for timeliness
Task 1: Task Order Management	Analytical deliverables are submitted with a cover letter	Analytical deliverables contain a cover letter	Analytical deliverables shall contain a cover letter no less than 100% of the time	TOPO will evaluate analytical deliverables for completeness
Task 1: Task Order Management	Analytical deliverables are peer reviewed	All analytical deliverables are peer reviewed and the peer review is performed at a technical level appropriate to the data and the review is technically sound	Analytical deliverables are peer reviewed no less than 100 % of the time and peer review is conducted at the appropriate technical level	TOPO will evaluate the analytical deliverables for compliance with peer review criteria and for evidence the peer review was conducted at the appropriate technical level
Task 1: Task Order Management	Contractor will notify the TOPO/PO whenever completion of a task or submission of deliverable will not meet the schedule	Contractor will notify the TOPO/PO in writing or e-mail of failure to meet a scheduled due date. All missed dates will be reported in the Monthly Performance Evaluation Reports	Notification received by the TOPO/PO at least two (2) business days before the deliverable due date	TOPO/PO will track the status of tasks in progress or deliverables and evaluate the timeliness of the notification and report all missed dates whether or not there was an excusable delay in the Monthly Performance Evaluation Reports.
Task 1: Task Order Management	Contractor will provide justification for the delay and provide revised completion dates.	Justification for delay is due to circumstances beyond contractor control and revised completion dates are reasonable.	The delay was beyond the control of the contractor and the revised completion schedule will allow the deliverable to fulfill the task requirements.	The TOPO will evaluate the status of tasks in progress and completion schedule. The PO and/or the CO will evaluate the justification and the revised completion dates.

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Task Area I – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task 2: Analytical Support	Contractor shall perform environmental sample analyses designed to meet the mission of the EPA Region 2. Sample analysis includes sample preparation, sample analysis, reporting results and documentation of all analytical activities.	Data of known quality will be generated by compliance with all QA/QC criteria specified in technical documentation, e.g. SOPs, and guidance used by the contractor. Documentation that samples were analyzed correctly (as per the SOP or method used) must exist.	Analyses will be performed compliant with the sample analysis procedures and protocols specified in the technical documentation. Documentation that samples were analyzed appropriately as per the appropriate SOPs and R2 LQMP will be no less than 100% complete.	The TOPO will evaluate the raw data/data results and reports for evidence the analyses were performed in strict conformance with the stated requirements and met the QA/QC criteria as required by the appropriate SOPs and R2 LQMP.
Task 2: Analytical Support	Adequacy of the data for its intended use	Analytical data will conform with the criteria specified in the SOPs or TDFs, e.g. appropriate reporting limits, special instruction followed, special reporting limits achieved, appropriate analytes determined	Analytical data must conform to the criteria specified in the SOPs or TDF	The TOPO will evaluate the analytical data for conformation of compliance with criteria specified in the SOPs or TDF
Task 2: Analytical Support	Documentation of all work performed	All analytical work will be documented in accordance with the protocols specified in the SOPs and guidance documents. Records must be adequate with respect to completeness and re-constructability.	Documentation will be complete and in sufficient detail to be able to reconstruct all aspects of the work.	The TOPO will evaluate the documentation for compliance with the record keeping requirements in SOPs and guidance documents.
Task 2: Analytical Support	Submission of deliverables	Timeliness: analytical deliverables will be submitted within 3 business days (or less, if stated in TDF) prior to the due date listed on the Project Status Report.	Analytical deliverables are submitted three (3) business days before the due date indicated on the Project Status Report.	The TOPO will review and evaluate deliverables for conformance with delivery criteria
Task 2: Analytical Support	Determination of labor cost/analyses as per the contract SOW, preparation of a report/form for each batch of analyses completed during the reporting period. Compliance with the computed labor cost/analyses per batch of analyses.	Contractor will prepare and submit monthly a report containing the labor cost analyses as per contract SOW and labor cost/analyses per batch of samples during the reporting period.	The reports shall be submitted within ten (10) calendar days of the close of the reporting month.	TOPO will review and evaluate reports for conformance with the delivery criteria.

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Task Area I – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task 2: Analytical Support		Contractor will perform the work in compliance with the computed labor cost/analyses per batch specified in the TDF based on the environmental samples to be analyzed.	The contractor will perform the assigned tasks within the computed labor cost/analyses per batch no less than 95 % of the time. A batch shall be defined as 20 environmental samples	The TOPO will review and evaluate contractor compliance for conformance with the specified labor cost/analyses per batch.
Task 2: Analytical Support	Contractor maintains and provides documentation of completion of demonstration of capability for all analytical work performed.	Contractor will prepare and submit documentation of completion of demonstration of capability according to NELAC - Quality Systems Appendix C. Documentation will include signed statement of completion and all data generated during the demonstration of capability.	Documentation of completion of the demonstration of capability will be provided for no less than 95 % of the time.	The TOPO will review and evaluate the submission of the documentation of the demonstration of capability
Task 2: Analytical Support		All technical requirements specified in the NELAC - Quality Systems Appendix C.	Technical requirements will be performed compliant with the criteria specified in NELAC.	The TOPO will review and evaluate contractor compliance for conformance with the specified criteria.
Task 2: Analytical Support	Method Detection Limit (MDL) determinations will be performed according to EPA SOP G-8.	All technical requirements specified in the SOP will be completed for all analytes/parameters on all instruments.	Technical requirements will be performed according to the criteria specified in the procedure	The TOPO will review and evaluate contractor compliance for conformance with the criteria specified in the procedure.
Task 2: Analytical Support	Method Detection Limit (MDL)	MDL determinations will be performed under the conditions specified in the SOP or Laboratory Quality Management Plan.	The contractor will perform MDL determinations when there is new methodology, a significant change in methodology, or instrumentation.	The TOPO will track the completion of MDL determinations to ensure conformance.
Task 2: Analytical Support	Method Detection Limit (MDL)	The contractor will submit documentation of the completion if the Method Detection Limit studies. Documentation will include a summary report for analyte/parameter/instrument results plus all analytical data generated.	Documentation of the Method Detection Limit determination will be provided no less than 95 % of the time.	The TOPO will review and evaluate the submission of the documentation of the Method Detection Limit determination.

Task Area I – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task 2: Analytical Support	Laboratory Information Management System (LIMS) contractor peer review and validation of the analyses in the LIMS data system.	All environmental sample data in electronic format -LIMS will be peer reviewed and the analyses validated electronically.	LIMS peer review and validation of the analyses will be completed no less than 98 % of the time.	The TOPO will evaluate the compliance for peer review and validation of the analyses by checking each project in the LIMS
Task 2: Analytical Support		Data verified by an independent peer reviewer for accuracy and completeness.	Data verified for accuracy no less than 98 % of the time. Data verified for completeness no less than 98 % of the time.	The TOPO will evaluate compliance for accuracy and completeness checks for each LIMS project.
Task Area II – QA/QC Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task 1: Develop and/or Review Analytical Methodologies	The contractor shall conduct method development and provide technical support for new procedures and related QA activities.	Method development shall be conducted in strict conformance with specific requirements provided by the EPA to include verification of acceptable performance of the analytical method, analytical instrumentation and the adequacy of the QA/QC	Analytical methods developed will be 98 % compliant with the criteria and specific requirements provided by EPA	The TOPO will evaluate the method development results for compliance with the technical requirements provided.
Task 1: Develop and/or Review Analytical Methodologies	Method development will be adequately documented.	Documentation and records must be adequate and complete to allow analysts with appropriate technical knowledge to reproduce the results.	The documentation and records will be no less than 98 % complete and in sufficient detail to be able to reconstruct all aspects of the work.	The TOPO will review and evaluate the documentation and records for compliance with the criterion of reconstructibility.
Task 2: Maintenance and Development of Standard Operating Procedures (SOPs)	Contractor will review and implement SOPs for all laboratory methods, procedures and protocols.	SOPs will contain sufficient technical information and details to allow a Laboratory analyst to complete all tasks covered in the SOP and generate data of known and acceptable quality.	Over 98 % of the time, SOPs will allow a laboratory analyst to reproduce the procedure and generate data of known and acceptable quality.	The PO and/or TOPO will periodically select SOPs for review and audit for compliance.
Task 3: Maintenance of Demonstration of Capability (DOC) QA Report and QA Activities	QA Activities and DOCs Reports	The contractor will submit monthly QA Activities and DOC Status reports. The QA Activities Status report will include the status of pending QA activities (i.e. corrective actions, internal audits, etc). The DOC Status report will include the status of pending and recently performed DOCs.	The contractor will submit the QA Activities and DOC status Reports on the first Monday of the month no less than 98% of the time. Report will be no less than 98% complete and accurate.	The TOPO will review and evaluate the report.

STATEMENT OF WORK- TASK AREA III: OSCAR STATION OPERATION (SUPERFUND)

Task 1: Logistical and Administrative Support

The contractor shall provide support for operation of the Region's Official Sample Control and Repository (OSCAR) Station and the Laboratory Information Management System (LIMS) as per the applicable SOPs (eg, OSCAR, Waste Disposal, etc.) and the Region 2 LQMP.

The contractor shall ensure that all personnel performing work under this task area shall be appropriately trained to perform the activities as specified in the SOP.

- The contractor must have staff available between 7am ET and 6pm ET who can perform sample log-in.
- The contractor shall receive samples at the OSCAR station and notify the Task Order Project Officer (TOPO) or designee of sample receipt.
- The contractor will open and remove samples from coolers and verify sample receipt against chain-of-custody (COC) and field data sheets.
- If any sample shipment is received with a broken chain of custody seal(s), with broken or leaking vials or bottles, or with missing samples, the contractor will immediately notify the TOPO.
- The contractor will add sample number and project number to each bottle with appropriate label. Sign the COC, adding date and time of receipt in accordance with the OSCAR SOP.
- The contractor will maintain an OSCAR Project Tracking Log and an OSCAR Sample Tracking Log in either hard copy or electronic format. If an electronic version is used, steps must be taken to secure the electronic file and create a daily backup.

Support functions will include receipt and logging of samples for analysis, and maintenance of sample related documentation, including chain of custody records. In addition, the contractor shall enter analytical data into the LIMS, use the LIMS to generate reports, and archive data files.

The contractor shall provide administrative support for the operation of the Laboratory Information Management System (LIMS). Support will include but not be limited to "Analysis Codes" maintenance and creation, archiving, calculation codes, generating and creating reports, and general LIMS administration.

The contractor shall record, organize, label, copy and file records pertaining to Superfund projects. The Contractor shall also maintain documents and records pertinent to project completion. The contractor shall dispose of all Region 2 Laboratory (US EPA and ESAT) waste generated during the extraction, preparation, and analysis of environmental samples as well as complete the hazardous waste forms for various wastes.

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The contractor shall also dispose of environmental samples received by the Region 2 Laboratory for analyses.

All environmental waste and samples must be disposed of in accordance with the Region 2 LQMP and applicable SOP.

Support under this task assignment is limited to samples and analytical data relating to non-Region 2 Superfund sites specified by EPA Region 2. As such, the contractor shall track tasks which are defined as site specific or task specific. The contractor shall track the status of the tasks, labor hours, and costs for the cost reimbursable portion. The contractor shall provide the PO and the TOPO with weekly reports for the above referenced data.

The contractor may be required to attend meetings or conferences calls with the TOPO and/or PO for planning and coordinating activities. All work shall be completed in accordance with this Statement of Work, LQMP, including all referenced SOP(s) and documentation. No deviation from the Statement of Work or SOPs shall be made without prior approval.

The contractor shall follow the detailed technical procedures specified in the applicable SOPs.

Documentation

SOPs and Guidelines Available to the Contractor

For the support activities as defined in this Task, activities are to be accomplished using the basic methods as described in the current OSCAR SOP and Waste Disposal SOP.

Excerpts from the current OSCAR SOP are listed below as:

Subject

1. Sample Handling
2. Sample Storage
3. Safety
4. Procedures
 - Accessing LIMS
 - Location Set-up/Modification
 - Analysis Codes/Modification
 - Sample Log-in/Modification
 - Automated/Manual Data Entry
 - ESAT Data
 - Final Reports
 - ESAT Sample Flow Chart
 - Area and File Management
5. Quality Control

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Deliverables:

The content, format, and schedule of deliverables are specified in the current OSCAR SOP.

Deliverables include:

Sample Receipt form,
Final LIMS report,
Sample LIMS status reports (Active Project List)

It is estimated that 250 samples will be accepted for this contract year.

Task 2: Glassware Washing/Steam Sterilization

The contractor shall perform the laboratory glassware washing and autoclaving (microbiology waste and glassware only) in accordance with rigid, Regional QA/QC requirements specified in TOs and references SOPs. The contractor shall complete all washing, drying and preparation activities and place clean glassware in the designated storage areas within time frames that assure an adequate inventory of clean glassware. Glassware cleaning, washing, and soaking procedure may require the handling and/or use of concentrated and/or diluted acids (e.g., Hydrochloric Acid, Sulfuric Acid) or bases (e.g., Sodium Hydroxide, Hydrogen Peroxide). The use and operation of commercial dishwashers and hot-air ovens are required. The use of baking ovens is required for Organic Analysis glassware only. Perform daily/monthly, or as needed, preventive maintenance of the washer unit. Glassware residue pH check must be performed once daily on a piece of glassware from a completed wash cycle by the Bromothymol blue method.

The contractor shall clean and dry the sample coolers for return. Only coolers with pre-labeled labels will be returned. The coolers recipient should be charged for shipping fees.

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Government Quality Assurance Surveillance Plan (QASP)

Task Area	Performance Requirement	Performance Standard(s)	Acceptable Quality Level	Method of Surveillance
Task Area 1: Logistical and Administrative Support	Samples shall be received as stated in the TDF and in accordance to SOW	Verify sample against chain of custody and field data sheet	During the performance period 100% of the samples should be verified	The TOPO will review weekly and/or monthly reports or logbooks
	Samples checked for accuracy, temperature, preservation...etc according to the current OSCAR SOP	Samples containers are opened and samples removed in accordance with the SOP	100% of the sample shipments have been properly verified.	The TOPO will conduct periodic checks of contractor's performance.
	Verify receipt of samples and release of samples according to the current OSCAR SOP	Timeliness - within 3 hours of receipt (excluding short holding time-SHT parameters), relinquish custody of samples to OSCAR sample coordinator or designee	100% of samples should be released to minimize holding time violations.	Review OSCAR logbooks and/or monthly or weekly reports
		Quality -samples are received by ESAT or EPA staff in a condition suitable for analysis	100% of samples meet SOP requirements	Review data reports from OSCAR station and/or weekly reports.
	Paperwork checked for accuracy, temperature, preservation...etc. In accordance with current OSCAR SOP	Timeliness - Within 3 hours (excluding SHT samples), all COC/FDS information should be entered into LIMS at the OSCAR station.	During the performance period 100% of the all sample data should be entered and uploaded into the LIMS.	Review monthly and weekly reports; with additional visual oversight by the TOPO during the performance period.
		Quality - Uploads and data entered into LIMS should be complete and accurate	None	TOPO reviews the reports generated for completeness and accuracy.
	Generate electronic data for data package in accordance with current OSCAR SOP	Data package is complete and TOPO notified	Electronic data should be 100% accurate and complete	Review data package from the contractor to confirm the required file exist and final reports are accurate and complete